



2016

Calhoun County

Wellness Program Guide





Calhoun County 2016 Wellness Program

The Calhoun County Wellness Program provides employees with the opportunity to engage in programs and activities that promote overall health and wellbeing. The program is aimed at developing a culture of health and wellness that improves the quality of life for employees and helps reduce health care costs.

Eligibility & Program Requirements:

1. All full-time and part-time employees are eligible to participate in the Wellness Program. Seasonal, casual, & temporary employees are eligible to participate in the Wellness activities and events, but will be ineligible to earn the incentives.
2. Contact a Wellness Committee Member or HR to receive a **TICKET TO WELLNESS**.
3. Work towards obtaining 12 points on the Ticket to Wellness card between January 1 - December 1, 2016, by completing designated wellness initiatives.
4. Each time an initiative is completed, obtain validation from a Wellness Committee member listed on the next page to receive one point on your Ticket to Wellness card.
5. **For 2016, Wellness Program participants are required to have a Health Risk Assessment (HRA) completed, including a blood draw and applicable lab work. The purpose is to provide you with information relative to your risk for chronic disease, most of which are preventable with early detection.**

*****NEW THIS YEAR** All Calhoun County employees can have this service conducted on-site for free through CareHere Health & Wellness Center. It is confidential, and HIPAA protected, through the Center and the results will only be shared with the individual being tested.

If you do not wish to utilize the center, you may have this service conducted by your own physician. Human Resources will just need some form of verification that the HRA was conducted (i.e. EOB/Receipt). HRA's cannot be validated by a Wellness Committee Member and must be done by HR.





The Wellness Committee and Ticket Validation:

Wellness Committee members have committed their time and a great deal of effort towards the development and implementation of this wellness program. Members are located throughout the various locations in the County to provide program activities and events, to validate your Ticket to Wellness card, and to answer any questions.

Wellness Committee Members

Brandie Aldrich	Human Resources (0982)	Marie St-Amand	Human Resources (0980)
Teresa Dunham	Sheriff–Corrections (6330)	Rob Owen	Sheriff–Road Patrol (0985)
Kim Bachman	Prosecutor’s Office (6972)	Rodna Stealy	Senior Services (0846)
Dawn Spear	FOC (6542)	Mike Gillum	Juvenile Home (3502)
JoDee Rolfe	Health Dept (6493)	Helen Repair	Circuit Court (6503)
Leslie Obrig	Purchasing (0981)	Patricia Barnes	District Court (6726)
Suzanna Warren	Drug Court (6746)	Jennifer Baffi	Road Dept (0036)
Alexis Roy	Sheriff (6442)		

Wellness Program Incentives for Participation:

The biggest incentive for participation is of course your own personal health and well-being! Congratulations to those that choose to embrace a healthy lifestyle journey.

To reward employees that obtain 12 points on their Ticket to Wellness card, a **\$100.00** monetary incentive will be provided at the end of the program year. The incentive will be paid as part of your last paycheck for December 2016.

Throughout the program year, there will also be drawings for fitness equipment and smaller prizes for participation in certain wellness events.

If you are a new employee hired in 2016, the monetary incentive will be pro-rated based on the number of full months that you worked. If you leave the employment of Calhoun County prior to December 1, 2016, you will not be entitled to receive any incentive.

(Per IRS guidelines, we must process all prize/reward values as taxable income. This means the amount of the prize value will need to be added to winner’s taxable income and recorded as earnings for purposes of withholding. Under Section 74 of the Internal Revenue Code "gross income includes amounts received as prizes and awards." The definition of "prizes and awards" includes, but is not limited to, "..... any prizes from an employer to an employee in recognition of some achievement in connection with his employment." Treas. Reg. 1.71-1.)





Wellness Program Initiatives:

A preliminary list of initiatives has been provided in this guide that can be completed at any time during the year and will each count as one point on the Ticket to Wellness card. Additional initiative opportunities will be provided by the Wellness Committee on a monthly basis throughout the year. Watch out for the monthly Wellness Program Newsletter, Bulletin Board Announcements, and the Wellness Website:

http://www.calhouncountymi.gov/government/human_resources/wellness/

If it is unreasonably difficult for an individual to meet the wellness program initiatives due to a medical condition, please contact the Human Resources Department for alternatives. There are numerous initiatives throughout the year that do not have any associated costs, however, if you choose an initiative that does have a cost (such as a fitness membership) it will be your responsibility.

To receive a ticket to wellness point, please remember to obtain validation from a Wellness Committee member as described for each initiative. For activities that require proof by an Explanation of Benefits form or other paperwork, you are only required to show that paperwork in exchange for a point. The Wellness Committee will **not** keep your paperwork and will keep information confidential.





Initiatives

- * **Health Maintenance Examination:** A “Routine” or “Annual” physical is commonly known as a health maintenance exam. This is a complete physical including: health history, a review of all health and lifestyle risk factors, and exam of all systems appropriate of age, risk, and sex, and discussion of recommended lifestyle changes.

Note: The CareHere Health & Wellness clinic provides the office visit and health maintenance exam for free for medical plan participants. If not utilizing the clinic, the Calhoun County insurance plans cover 100% of the cost of the health maintenance exam once per calendar year – office visit charges and/or co-pays would however still apply.

Your **Ticket to Wellness** will be validated upon providing proof of completion (i.e. print-off appointment registration or insurance EOB).

- * **Dental Cleaning:** Regular checkups and cleanings can prevent health problems, as well as provide you with good oral hygiene. An Explanation of Benefits form can be used for your **Ticket to Wellness** validation.
- * **Optical Examination:** An Explanation of Benefits form can be used for your **Ticket to Wellness** validation.
- * **Participate in Health Coaching available through the CareHere Health & Wellness Center:** This service is provided for medical plan participants and is free of charge. Services currently include Registered Dietitians, Registered Nurses, Behavioral Health Coaches, Exercise Coaches, and Smoking Cessation Coaches. Check out CareHere Connections for more information or contact HR.
- * **Mammography and Prostrate Exam:** Having either of these exams will help with your overall health prevention maintenance. An Explanation of Benefits form can be used for your **Ticket to Wellness** validation.
- * **Attendance:** If you have no absences that require coverage by Short-term Disability, Long-term Disability or Worker’s Compensation for the time frame of January 1 – December 1, 2016. Please contact HR for proof of validation for your **Ticket to Wellness** card.
- * **Enroll in HelpNet’s Wellness Coaching Program:** Call HelpNet at 1-800-969-6162. You can also use their website at www.helpneteap.com and click on Work-Life Web. Login with User Name: calhouncounty and Password: employee. Please print off proof of participation while on the site for validation.
- * **Smoking Cessation:** Complete a smoking cessation program. Must have proof of completion for your **Ticket to Wellness** validation.
- * **Flu Shot:** Must have a receipt for your **Ticket to Wellness** validation.

- ★ **New***CareHere Challenges:** CareHere challenges will be sent as part of the Wellness Newsletter or as an all employee email. All employees are eligible to participate in the CareHere Challenges, you do not have to be enrolled in the County Medical Plan. Each completed challenge will count for a point. To login to CareHere, simply go to www.carehere.com If it is your first time login in, you will need an access code, just contact Marie at 0980 for your code.
- ★ **Sports Teams:** When you are part of a team sport, i.e. hockey, football, golf, basketball, baseball, softball, bowling, provide a membership card and/or roster to use as your **Ticket to Wellness** validation.
- ★ **CPR/First Aid Certification:** If you are currently up-to-date or get certified, bring your CPR/First Aid card in for a point to any wellness committee member.
- ★ **Fitness Membership:** This includes memberships to Weight Loss Challenge, YMCA, Curves, Oaklawn Life Improvement Center, local gyms, etc. Your proof of registration or receipt can earn you one point on your **Ticket to Wellness** for each six month period (total of two points per year).
- ★ **Conducting Your Own Fitness Routine:** If joining a gym or fitness club is not your thing, no problem. Creating and maintaining your own fitness routine can earn you one point on your **Ticket to Wellness** for each six month period of activity (total two points per year). Simply contact Brandie for an acknowledgement form. Please note this is an alternative allowance from the Fitness Membership and points cannot exceed two total for either of these initiatives.
- ★ **Health Education Class:** This includes Weight Watchers, nutrition class, and diabetes class, just to name a few. Your proof of registration upon completion of the class will serve as your **Ticket to Wellness** validation.
- ★ **Fitness Class:** Participation in a fitness class such as local gyms, swimming classes, dance classes, karate classes, yoga classes, etc. Bring in proof of participation from the fitness club for validation for the **Ticket to Wellness**.
- ★ **New***Submit Your Own Favorite Healthy Recipe:** Recipes (Breakfast, lunch, diner, snacks) will be published in the Wellness Newsletter. HR will compile all the recipes in a Calhoun County Recipe Book that will be available on the County Wellness webpage. Only one recipe per ticket.
- ★ **Participation in Community Fitness Event:** This includes organized fun runs, walks, Corporate Cup participation, etc. Your proof of registration can be used for your **Ticket to Wellness** validation.

